

STATE CONTROLLER'S OFFICE
21st CENTURY PROJECT
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DATE: March 28, 2005

21st Century Project Letter #05-004

TO: 21st Century Project Department Liaisons

RE: **Department Survey of Interest**

The 21st Century Project Focus Group Study is moving forward by gathering additional information regarding your department's interests in seven functional areas under development (i.e., Benefit Administration, Position Management, Employment, Payroll, Employee Self-Service, Timekeeping, Leave Accounting). At this time we are asking our department liaisons to complete an online survey to identify specific function areas of particular interest to your department.

The survey is accessed from the 21st Century Web site at:
<http://www.21stcentury.ca.gov/deptliaison/interestform.shtml>

Please respond by submitting one survey representing your department. The survey requests the following:

- Department name
- Liaison or Back-up Liaison name
- Each function area requests a choice of **High Interest** or **Lesser Interest**

When the option **High Interest** is selected, please indicate in the **Explanation** area of the survey your department's reason(s) for high interest. The **Explanation** area of the survey can also be used to provide feedback on any concerns or issues. Please feel free to provide any information that will benefit the project.

We would appreciate your response by April 8, 2005.

Response to this survey will enable the Focus Group team to better understand special processes or departments' special needs when preparing for system design and development.

Thank you for taking the time to complete this survey. Your input is very important to us. If you have any questions regarding this letter or the survey, please send an email to 21stcentury@sco.ca.gov or call Pat Quinn at (916) 324-7285.

Don Scheppmann, Chief, Business Operations
21st Century Project